

JOB DESCRIPTION

ASA 3 DUTIES – (EXECUTIVE SERVICE)

- Act as Division Liaison with Human Resources Division and prepare documentation (i.e. vacancies, differential, etc.)
- Prepare and Retain Division Statistics (weekly, monthly, quarterly, annual) including dashboard and other metrics
- Prepare and Maintain Division Reports (Annual Reports for Communications Division, Blue Book, Audit Info/Electronic Survey, Business Resumption Reports, Records Holding Report. etc.)
- Assist with Division Training, Conferences
- Assist to prepare for Board, Commission meetings; ensure court reporter invoices are approved by the Administrator and timely submitted to the Fiscal Division
- Maintain Inventory Lists
- Order Supplies and Equipment
- Ensure other invoices are approved by Administrator and timely submitted to the Fiscal Division
- Prepare Grant Applications (i.e. Mine Safety)
- Maintain Division Timeline
- Serve as the Assistant Custodian of Records
- Coordinate Division Activities (i.e. parties, special occasions, and celebrations)
- Conduct monthly meetings with program supervisors regarding status of programs
- Possess Superior Computer Skills: Word, Excel, Outlook, Power Point (Microsoft Office)
- Innovative and is familiar with modern technology
- Communicate effectively in writing and orally
- Organized and pays attention to detail
- Punctual
- Perform special projects as assigned.

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/topic/benefits>

How to Apply:

- Please submit resume and cover letter outlining your related experience to Kim.Y.Jefferson@tn.gov
- All email submissions must include in the subject line: Administrative Services Assistant 3

Compensation:

Minimum monthly salary is \$2,769.00

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Labor and Workforce Development does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.